

## MEMORANDUM

**TO:** Mayor and Council

**THROUGH:** Samuel A. Finz, City Manager

**FROM:** Joseph L. Nagro, Assistant City Manager for Operations  
and Noah A. Simon, Assistant to the City Manager

**DATE:** August 22, 2003

**SUBJECT:** City Hall Relocation

### ISSUE

At the June 30, 2003 City Council Worksession, the City Manager and the parking garage consultant Sarah Woodworth presented a report on the parking garage in the downtown area. Following the Council discussion, the City Manager embarked to complete five steps, including an analysis of proposed sites potentially suitable for City Hall in order to proceed with the parking garage.

### SUMMARY

Four sites have been considered for City Hall: the Special Lot on Knox Road, the Friends School on Calvert Road, Davis Hall/Board of Education property and the Branchville Fire Department. Attachment 1 is a comparative analysis of the four sites. The analysis includes parking, acquisition, and cost estimates for new construction and renovation. The total estimates for all four City Hall scenarios include the department of Public Services. The new City Hall building in option C (Davis Hall/Board of Education property) includes Public Services and the Public Works administration. Attachment 2 shows the four sites being considered for City Hall.

#### ***Special Lot***

The Special Lot site is limited because of the total size of the properties and the number of parking spaces that would be available after a 28,000 square foot building is constructed. In order to accommodate City Hall on the Special Lot, it is necessary to acquire two properties on Yale Avenue. These two properties are currently taxable and acquisition by the City would remove them from the tax base. The building would be located on the corner of Yale and Knox, and would be three floors. The site would provide approximately 25 parking spaces.

Attachment 3 is a sketch of the site with new building and parking. Attachment 4 is an aerial photograph of the site with the building.

*Estimated cost: \$4,647,000*

### ***Friends School***

In the Friends School site scenario, the City would preserve the existing building façade and the original 5,000 square foot school (shown on the map). A 23,000 square foot building would be constructed. An estimated 95 parking spaces would be available. In this scenario, the playground and the existing field would be preserved. This site does not require any acquisition and is already a public facility. Attachment 5 is a sketch of the site with new building and parking.

Attachment 6 is an aerial photograph of the site with the building.

*Estimated cost: \$3,871,500*

### ***Davis Hall/Board of Education***

This scenario has a number of different land options. The City of College Park owns one part of the property and the Prince George's County Board of Education owns the other. Currently, the City leases the compost yard from the Board of Education. In the scenario presented by staff, the Public Works yard would remain intact. Staff assumes that at some point the City would invest in upgrading and remodeling the existing facilities. The meeting space and Public Works administration would be incorporated into the new facility. The City would acquire the southwestern corner of the property for City Hall and contain a 30,000 square foot building and additional parking. The building and new parking would include a tree buffer to minimize neighborhood impacts. The estimate for the new building is based on two-stories. However, the site is large enough for a one-story building that would reduce construction costs. An environmental assessment of the property would be required to locate potential wetlands.

The portion of the property needed to accommodate the footprint of the proposed building and parking could be designated by the Board of Education as surplus property and given to the City. The property could be purchased at market rate and the northern area along Huron could be developed as single-family homes pending an environmental assessment, or the site could be leased. The total cost estimated for this site does not include acquisition costs.

The compost facility would be moved east and leased by the City. The cost for tree removal is not factored into the estimated total cost of the site in the analysis. Attachment 7 is a sketch of the site with new building and parking. Attachment 8 is an aerial photograph of the site with the building.

*Estimated cost: \$4,475,000*

***Branchville Fire Department***

Staff originally looked at using the entire site for City Hall. However, upon further review, staff realized the footprint of the new building and parking lot could be positioned along Greenbelt Road, and the existing playground, storage building and most of the existing parking could be retained. In this scenario, the 28,000 square foot building would include approximately 95 parking spaces, offsetting any parking loss used by the footprint of the building. The Branchville Fire Department indicated they were not interested in selling the entire site.

Acquisition costs were not factored into the total equation. Attachment 9 is a sketch of the site with new building and parking. Attachment 10 is an aerial photograph of the site with the building.

*Estimated cost: \$4,054,750*

**RECOMMENDATION**

Staff recommends, based on this preliminary analysis, that City Hall be relocated to the Friends School on Calvert Road.

# ATTACHMENT ONE (1)

## College Park City Hall Relocation - Comparative Site Evaluation

### Sites

Criteria	Note	Special Lot, Knox Road (A)	Friends School, Calvert Road (B)	Davis Hall/Board of Education (C)	Branchville Fire Department (D)
District		3	3	2	2
Total Acreage	(1)	0.55	3.73	18.42	2.2
Zoning		MU1 / R-55, DDO 10/12/25, 25/8/20	R-55 25/8/20	ROS 60/2/2	R-55 25/8/20
Setbacks (front/side/rear)		City / Private	City	Prince George's County	Prince George's County
Ownership		partial	no	no	no
Existing Taxable Property		Excellent	Very Good	Good	Fair
Public Access (pedestrian and vehicular)		size of parcel	historic building	possible environ.	existing storage building
Site Constraints		None	Neighborhood	Neighborhood	None
Traffic Impacts					
Size of Building Required	(2)	28,000 sf, includes Public Services	28,000 sf, includes Public Services	30,000 sf, includes Public Services and Public Works	28,000 sf, includes Public Services
Building height (floors)	(3)	3	2	2	2
Quantity of Parking Provided	(4)	25 cars	95 cars	95 cars	95 cars
Site acquisition requirements		2 lots - .27 acres	0	2.75 acres	2.2 acres
Cost of site acquisition	(5)	\$800,000	\$0	\$0	\$0
Site availability		City portion is available immediately, site requires two acquisitions	Current lease with the Friends School ends in 2005	Available pending agreement with the Branchville Fire Department	Available pending agreement/purchase by the City from the Prince George's County Board of Education
Loss of Tax Income (10 Yrs)	(6)	\$100,000	\$0	\$0	\$0
Building Demolition (estimated area)		4,000 sf (3)	14,000 sf	0	0
Cost of Demolition @ \$12/sf, \$8K/ Dwelling		\$16,000	\$168,000	\$0	\$0
Building Area - new construction		28,000 sf	23,000 sf	30,000 sf	28,000 sf
Cost of new construction @ \$127/sf		\$3,556,000	\$2,921,000	\$3,810,000	\$3,556,000
Building Area - renovation		0	5,000 sf	0	0
Cost of renovation @ \$55/sf		\$0	\$275,000	\$0	\$0
New Pavement area @ \$20/sf		\$175,000	\$350,000	\$665,000	\$332,500
Re-used paved area @ \$10/sf		\$0	\$157,500	\$0	\$166,250
Estimated cost		\$4,647,000	\$3,871,500	\$4,475,000	\$4,054,750

### NOTES

- (1) Greenbelt parcel size estimated
- (2) City Hall = 25,000sf, Public Services = 3,000sf, Public Works Admin. = 2,000sf
- (3) Davis Hall can be 1 floor, shown as 2
- (4) Parking requested (not by zoning)  
Site A requires 70 spaces off-site  
Site C has Public Works parking available
- (5) Two residential units est. @ \$400K ea.  
Cost for County Property unknown
- (6) Annual Tax estimated @ \$5K ea.

ATTACHMENT TWO (2)

**URS**



Site C - Davis Hall



Sites A & B - Knox and Calvert Rd



Site D - Greenbelt Road

Scale: 1" = ±400'

URS Corporation  
4 North Park Drive, Suite 300  
Hunt Valley, MD 21030  
Tel: 410.785.7220  
Fax: 410.785.6818

Site A – Knox Road

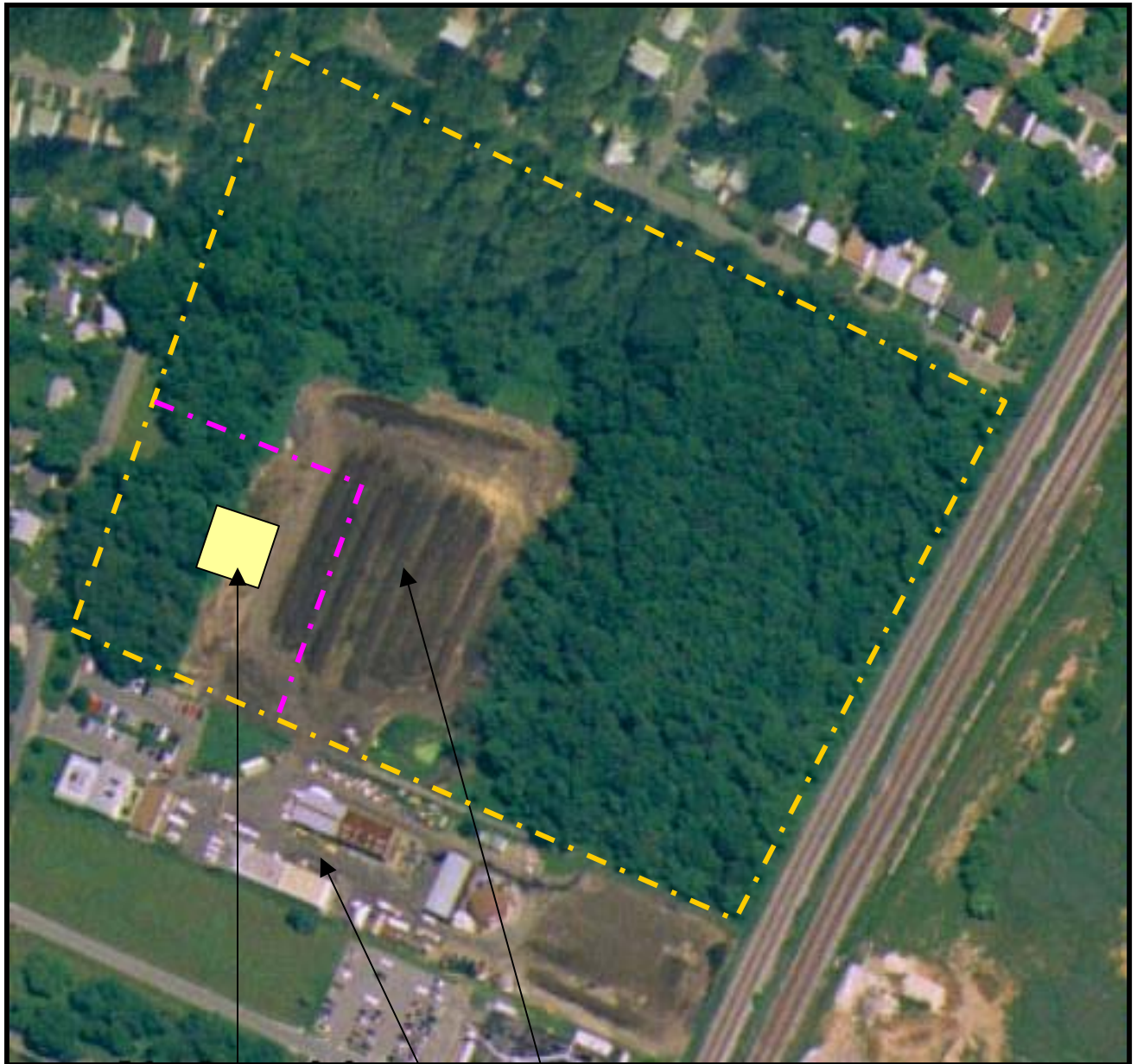




Site B – Calvert Road



Site C – Davis Hall



New City Hall  
Operations Building  
Operations

Existing Compost  
Existing Public Works



Site D - Greenbelt Road



Existing Fire Dept  
Building Storage Building

New City Hall